



## Data Protection Policy

### I. Introduction

The Bus Shelter Dorset (TBSD) is committed to treating the information of guests, volunteers, staff and other parties with utmost care and confidentiality. This policy should be read in conjunction with the Confidentiality Policy and the Privacy Policy.

With this policy we ensure that TBSD behaves in a fair and moral manner concerning the gathering, storing and handling of data. This process will be carried out with transparency and respect towards the rights of individuals who entrust it with their information.

### 2. Scope

This policy applies to all parties (including guests, volunteers, staff and trustees) who provide information to TBSD. Generally, it refers to anyone who is in close collaboration with TBSD or acts on its behalf and may need occasional access to the data.

### 3. Policy Elements

TBSD needs to collect information about its guests and volunteers, including names, addresses and telephone numbers. TBSD commits to collecting this information in a transparent way and only with the full cooperation and knowledge of the interested party. Once this information is available, the following are mandatory:

- The data will be collected fairly and for lawful purposes only
- The data will be processed by TBSD within its legal and moral boundaries
- The data will not be stored for more than the specified amount of time
- The data will be accurate and kept up to date
- The data will not be distributed to any other party, except where disclosure is required by the Police or as stated in our safeguarding policy
- The data will not be transferred to organisations, states or countries that do not have adequate data protection policies
- The data will not be communicated informally
- The data will be protected against any unauthorised or illegal access by internal or external agencies.

The Bus Shelter Dorset is a registered charity (number I171882)

Data Protection Policy

Ratified – February 2022



In addition to the ways of handling data, TBSD has direct obligations towards the people whom the data belongs. Specifically TBS must:

- Let people know which of their data is collected
- Inform people about how their data will be processed.
- Inform people about who has access to their information
- Allow people to amend data held in TBS databases
- Have provisions in cases of lost, corrupted or compromised data.

#### **4. Actions**

To exercise data protection, TBSD is committed to:

- Develop transparent data collection procedures
- Establish data protection practices with its webmaster
- Develop, with the webmaster, security against cyber attacks
- Inform individuals of the amount of time their data will be preserved
- Copy of the data protection policy to be made available to all guests, volunteers and staff and upon request of other parties
- Train relevant personnel in online privacy and security measures
- Restrict and monitor access to sensitive information
- Establish clear procedures for reporting breach of security and data misuse.

#### **5. Disciplinary Procedures**

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke on disciplinary and possibly legal action.